



Archivists' Toolkit: Introduction

March 12, 2007

Jody Lloyd Thompson



- Background
- Part I: IT involvement
- Part II: Functions
- Conclusion



- Background

- What is the Archivists' Toolkit (AT)?

- Open source database that supports description and management of archival materials.
 - AT is customizable to local work settings.
 - AT can be implemented as a stand-alone desktop application, a multi-user networked application, or a multi-repository networked application.



- Background

- Georgia Tech's experience as a beta test site.

- Testing took place August-November 2006
 - Weekly assignments
 - Communication with the AT Design Team



Weekly assignments

Microsoft Excel - GTArchives_week3_BETatest-assignments-08212006.xls

Type a question for help

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Reply with Changes... End Review...

D15

Module	Function	Week	Tested by rep	Version	Date tested	Functioning T/F	Note
Task 1	Create 15 accessions records with names, subjects, and locations	21-Aug	GT-Archives	0.6.4	8/22/2006	T	
Task 2	Edit 2 of the accession records created	21-Aug	GT-Archives	0.6.4	8/22/2006	T	
Task 3	Delete 1 of the accession records	21-Aug	GT-Archives	0.6.4	8/23/2006	T	
Task 4	Create 5 deaccession records	21-Aug	GT-Archives	0.6.4	8/23/2006	T	
Task 5	Edit 2 of the deaccession records	21-Aug	GT-Archives	0.6.4	8/23/2006	T	
Task 6	Delete 1 of the deaccession records	21-Aug	GT-Archives	0.6.4	8/23/2006	T	
Impressions of / Comments about the application:							
Task 1	unable to enter dates, according to manual, in the the Collection Information tabs; need to update manual						
Task 1	Resource type in Collection Information tab cannot be customized; need Chapter 14 added to web site						
Task 4	have the ability to customize deaccession date						
Task 1	would be nice to have a general note field in the Basic Info tab						
Task 1-6	AT was very slow						
Task 1-6	add minimize button						
Impressions of / Comments about the documentation:							
Task 1	unable to enter dates, according to manual, in the the Collection Information tabs; need to update manual						
Task 1	need more clarification on best way to enter accession number; multiple data entry boxes are confusing.						

assignments / report / calculationSheet

Ready

start

Archivists' Toolkit - 1....

Archivists' Toolkit Proj...

S:\Archives\JLT\AT

AT_UGA.ppt

Microsoft Excel - GTA...

3:13 PM
Sunday
3/4/2007



- Features

- Recording accessions
- Tracking sources and donors
- Describing archival resources and digital objects
- Ingesting legacy data in standardized formats
- Interface customization

- Outputs

- EAD finding aid
- Accession container list
- Accession report
- Locations
- Restrictions list
- Creators
- Subject records



- Part I
 - IT involvement



System requirements

- PC
 - Operating System: Windows XP
 - Java 5 JRE or JDK
 - System memory (RAM): 512MB
 - Hard disk: 100MB free space
 - Screen: 1024x768
- Mac
 - Operating System: Mac OS X 10.4.5
 - Java 5 JRE or JDK
 - CPU: G4 1.2 Ghz
 - Hard disk: 100MB free space
 - Screen: 1024x768



- Download client application at <http://archiviststoolkit.org/>
- Installing AT requires several key steps:
 - Downloading the MySQL server from www.mysql.com
 - Installing the MySQL server
 - Creating the MySQL database
 - Initializing the MySQL database to work with the AT client
 - Launching the AT client and connecting it to the database



- Importing accession records
 - AT functions
 - AT allows you to import data in tab-delimited format from a table or flat file
 - Tab-delimited data may be imported into the accessions, names, or subjects functional areas
 - Before importing data into the AT, the data must be mapped to the fields in the Toolkit.



- Importing accession records (con't)
 - Constraints on legacy accession data
 - Data must be in a simple flat table; relational or linked tables will not be accommodated.
 - AT allows only one name to be imported with the accession record
 - Fields of the import table must be identical to the fields listed in the mapping table. The only exception is the accessionNumber, which may have a one-to-many, source to target mapping



- Importing accession records
 - GT experience
 - 2 instances of AT
 - Production
 - Testing
 - Create crosswalk
 - Create tab-delimited documents
 - Use AT's import function to import files



Crosswalk

Microsoft Excel - crosswalk.xls

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Type a question for help

18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	AT	GT															
2	accessionDate	Acc_Date															
3	accessionNumber	Acc_No															
4		Old_Acc_No															
5		Main_Entry															
6	title	Collection_Title															
7	extentType	Quantity_Unit	Needs to be taken from another table														
8	agreementReceived	Deed_Of_Gift															
9	agreementSent	Acknowledgement_Sent															
10		Preliminary_Inventory															
11	restrictionsApply	Restricted	Needs to be modified to a boolean format														
12		Notes															
13	extentNumber	Quantity															
14	description	Description															
15																	
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Sheet1 Sheet2 Sheet3

Ready

start

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Microsoft Excel - cros...

NUM 4:22 PM Wednesday 3/7/2007



Microsoft Excel - Accessions.csv																	
Type a question for help																	
B1 DonorID																	
	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	accessionDate	accessionDisposit	accessionNumber	accessRes	acquisitionTy	agreementRece	agreementSent	cataloged	catalogedN	conditionN	descrip	extentNum	extentType	inventory	processing	restrictions	rightsTra
2	7/14/1987	Entered By: MB	1987.0703					TRUE	Holdings In Photo: 23A	Conten		0.5	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
3	7/15/1987	Entered By: MB	1987.0704					TRUE	Holdings In Manuscript	MS032		4	Linear Fee old acc #1	Prelim Inv	FALSE	FALSE	
4	7/15/1987	Entered By: MB	1987.0705					TRUE	Holdings In Manuscript	MS033		0.5	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
5	7/15/1987	Entered By: MB	1987.0706					TRUE	Holdings In Manuscript	Phono		0.25	Linear Fee old acc# 1	Prelim Inv	FALSE	FALSE	
6	7/15/1987	Entered By: MB	1987.0707					TRUE	Holdings In Manuscript	MS034		0.5	Linear Feet	Prelim Inv	FALSE	FALSE	
7	7/15/1987	Entered By: MB	1987.0708				4/22/1999	TRUE	Holdings In Photo: 29C	MS035		7	Linear Fee See also 1	Prelim Inv	FALSE	FALSE	
8	7/15/1987	Entered By: MB	1987.0709.1					TRUE	Holdings In Photo: 29C	MS036		0.25	Linear Feet	Prelim Inv	FALSE	FALSE	
9	7/17/1987	Entered By: MB	1987.071					TRUE	Holdings In Photo: 24C	21 doc		8.4	Linear Fee old accession # 1987		FALSE	FALSE	
10	7/17/1987	Entered By: MB	1987.0711					TRUE	Holdings In UA: 39F4	UA016		1	Linear Fee Old acces:MS/UA#	1	FALSE	FALSE	
11	7/17/1987	Entered By: MB	1987.0712					TRUE	Holdings In Manuscript	Informa		0.5	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
12	7/17/1987	Entered By: MB	1987.0713					TRUE	Holdings In Photo: 31A	collecti		0.25	Linear Fee old accession # 1987		FALSE	FALSE	
13	7/17/1987	Entered By: MB	1987.0714					TRUE	Holdings In Oversize: 1	Coach		1	Linear Fee A football y	Old MS/UA	FALSE	FALSE	
14	7/17/1987	Entered By: MB	1987.0715					TRUE	Holdings In Manuscript	MS039		0.25	Linear Feet	Prelim Inv	FALSE	FALSE	
15	7/17/1987	Entered By: MB	1987.0716					TRUE	Holdings Inventory Con	1 photo		0.25	Linear Fee old access:MS/UA#	1	FALSE	FALSE	
16	7/17/1987	Entered By: MB	1987.0717					TRUE	Holdings In Other1	cli news		0.25	Linear Fee old accession # 1987		FALSE	FALSE	
17	7/17/1987	Entered By: MB	1987.0718					TRUE	Holdings In Manuscript	School		0.1	Linear Feet		FALSE	FALSE	
18	7/22/1987	Entered By: MB	1987.0709.2					FALSE				1.5	Linear Fee Photos		FALSE	FALSE	
19	7/27/1987	Entered By: MB	1987.072					TRUE	Holdings In Manuscript	Record		0.25	Linear Fee old acc#15	Old MS/UA	FALSE	FALSE	
20	8/4/1987	Entered By: MB	1987.0801					TRUE	Holdings In Manuscript	MS043		0.5	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
21	8/21/1987	Entered By: MB	1987.0802	Restrictions originally applied: 1987-08-21				TRUE	Holdings In Manuscript	records		1	Linear Fee old acc#15	Prelim Inv	TRUE	FALSE	
22	9/8/1987	Entered By: MB	1987.0901					TRUE	Holdings In Manuscript	Collect		5	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
23	10/14/1987	Entered By: MB	1987.1001				10/14/1987	TRUE	Holdings In Photo: 29A	Isaac h		0.2	Linear Fee Photos	MS/UA#	1	FALSE	FALSE
24	11/24/1987	Entered By: MB	1987.1102					TRUE	Holdings Inventory Con	commi		1	Linear Fee old accession # 1987		FALSE	FALSE	
25	11/24/1987	Entered By: MB	1987.1103					TRUE	Holdings In Manuscript	Minute		1	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
26	11/25/1987	Entered By: MB	1987.1104					TRUE	Holdings In Manuscript	MS050		0.25	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
27	11/25/1987	Entered By: MB	1987.1105					TRUE	Holdings In Manuscript	MS051		0.25	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
28	12/1/1987	Entered By: MB	1987.1201					TRUE	Holdings In Photo: 29C	VAUA		9.5	Linear Fee Accession	Prelim Inv	FALSE	FALSE	
29	12/1/1987	Entered By: MB	1987.1202					TRUE	Holdings In Photo: 29C	MS024		0.5	Linear Fee accession	Prelim Inv	FALSE	FALSE	
30	12/1/1987	Entered By: MB	1987.1203					TRUE	Holdings In Manuscript	see UA		0.25	Linear Fee old accession # 1987		FALSE	FALSE	
31	4/6/1988	Entered By: MB	1988.0401					TRUE	Holdings In Manuscript	MS064		0.5	Linear Fee old acc#15	MS/UA#	1	FALSE	FALSE
32	4/22/1988	Entered By: MB	1988.0402					TRUE	Holdings In Manuscript	Inaugu		2	Linear Fee old acc# 1	Prelim Inv	FALSE	FALSE	
33	5/10/1988	Entered By: MB	1988.0501					TRUE	Holdings In Photo: 25E	access		0	Linear Fee Photo		FALSE	FALSE	
34	5/11/1988	Entered By: MB	1988.0502					TRUE	Holdings In UA: 39H4	UA021		4	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
35	5/12/1988	Entered By: MB	1988.0503				8/7/1987	TRUE	Holdings In Manuscript	Musica		1	Linear Fee old acc#15	Prelim Inv	FALSE	FALSE	
36	5/16/1988	Entered By: MB	1988.0504					FALSE		could r		0.25	Linear Fee old accession # 1988		FALSE	FALSE	
37	5/17/1988	Entered By: MB	1988.0505				3/18/1988	TRUE	Holdings In Photo: 5 b	MS054		11	Linear Fee old acc#85	Prelim Inv	FALSE	FALSE	
38	5/20/1988	Entered By: MB	1988.0506				3/22/1988	TRUE	Holdings In Manuscript	GT Pul		0.25	Linear Fee old access:Old MS/UA		FALSE	FALSE	
39	5/27/1988	Entered By: MB	1988.0507				5/6/1988	5/26/1988	TRUE	Holdings In Manuscript	photog	1.5	Linear Fee old acc#15	Prelim Inv	FALSE	TRUE	



Microsoft Excel - Names_Personal.csv

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	A	B	C	D	E	F	G	H	I	J	K
	Name_personalPrimaryName	Name_personalRestOfName	Name_contactAddress1	Name_contactCity	Name_contactState	Name_contactZip	Name_contactPhone	Name_contactEmail			
1	Abdel-Khalik	Said	405			30332-0405	Apr-19				
2	Adams	George H.	215 Piedmont Ave #1108	Atlanta	GA	30308	404-523-84	georgeha236@aol.com			
3	Adkins	Jerrie	4625 Carla Cir.	Conley	GA	30288	404-363-9136				
4	Aiken	Harry	1624 Frederica Rd., Ste.	St Simon's Island	GA	31522	912-638-86	ha@thebest.net			
5	Albree	Joe	Dept of Math	Montgomery	AL	36124-4023	334-244-32	aalbree@mail.aum.edu			
6	Alexander	Judy									
7	Alexander	William A.									
8	Alford	R. B.									
9	Anderson	Amie	181				4-0870	amiee.anderson@icpa.gatech.edu			
10	Anderson	L. McTier	1203 Out of Bounds Dr.	Summerville	SC	29485	843-863-79	manderso@csuniv.edu			
11	Andrew	Alfred	5429 Trowbridge Dr.	Dunwoody	GA	30338	770-396-31	andrew@math.gatech.edu			
12	Anonymous										
13	Antczak	Stephen	1046 Greenbiar Cir	Decatur	GA	30033					
14	Askew	John David Jr.									
15	Aton	Carol									
16	Austin, Jr.	James W.	St. Anne's Terrace, Apt.	Atlanta	GA	30327					
17	Baden	John									
18	Baird	Cathy	2219 Aqua Vista Ct., NW	Gig Harbor	WA	98335					
19	Baker	E. Jo									
20	Baker	Harry									
21	Baker	Jack									
22	Barber	J. C.									
23	Barefield	Kent					Apr-34				
24	Barker	Dale	3308 Springhouse Cir	Stone Mountain	GA	30087					
25	Barnard	George N.									
26	Barnes	Bill									
27	Beard	Peggy (Mrs. Beard)	103 Berkley Rd	Avondale	GA	30002					
28	Beaty	Carolyn Alford	594 Bethesda School Rd	Lawrenceville	GA	30044	770-921-5351				
29	Beckum	Frank									
30	Bell	John I. Jr.	485 Tavern Circle	Atlanta	GA	30350 USA	770-399-07	JIBJR485@aol.com			
31	Benson	Simon	430 10th St. NW, Ste. N	Atlanta	GA	30348					



Microsoft Excel - Names_Donors_Corp.csv

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	A	B	C	D	E	F
	accessionNumber	Name_corporatePrimaryName	Name_corporateSubordinate1	Name_corporateSubordinate2	Name_conName	
2	1996.0501	ABC Sports				
3	2003.017	Advanced Technology Development Center				
4	2004.044	AEISEC @ GT				
5	1985.0801	Allied Products, Inc.				
6	2005.087	Alpha Tau Omega (Fraternity)				
7	1989.0402	Association of Old Crows				
8	2002.002	Atlanta History Center				
9	2006.189	Atlanta Science Fiction Society				
10	2006.212	Auburn University at Montgomery				
11	2005.013	Auburn University at Montgomery				
12	2006.228	Auburn University at Montgomery				
13	2005.065	Auburn University at Montgomery				
14	2005.04	Auburn University at Montgomery				
15	2005.085	Biomedical Interactive Technology Center				
16	2005.102	Biomedical Interactive Technology Center				
17	2005.16	Boeing Company				
18	1996.1101	Buffington Family History Foundation, Inc.				
19	2002.091	Center for Assistive Technology and Environmental Access	Director			
20	1998.060301	Center for Enhancement of Teaching and Learning				
21	2004.05	Center for Enhancement of Teaching and Learning				
22	2006.136	Center for Enhancement of Teaching and Learning				
23	2003.036	Center for Enhancement of Teaching and Learning				
24	2001.062	Center for Enhancement of Teaching and Learning				
25	2002.028	Center for Enhancement of Teaching and Learning				
26	2003.045	Center for Enhancement of Teaching and Learning	Enrollment Services			
27	2005.043	Center for Enhancement of Teaching and Learning	Enrollment Services			
28	2001.147	Chipman-Union Mills				



- Importing EAD
 - Constraints on EAD
 - Importing



- Exporting EAD



- IT support at Georgia Tech
 - Monika Mevenkamp, Digital Collections Programmer
 - monika.mevenkamp@library.gatech.edu
 - 404.385.0108
 - Kent Woynowski, Digital Collections Archivist
 - kent.woynowski@library.gatech.edu
 - 404.894.4579



- Part II
 - AT functions



- Learning AT basics
 - Listing
 - Sorting
 - Filtering



- Creating repository record



- Managing users
 - 5 Access classes
 - 5: Superuser
 - 4: Application manager
 - 3: Project manager
 - 2: Advanced data entry staff
 - 1: Beginning data entry staff
 - 0: Reference staff



- Location records

a r c h i v i s t s'

- Subject and name records



- Accession and deaccession records



- Describing archival materials



- Describing digital objects



- Printing



- Basic searching
 - Name records
 - Subject records
 - Accession records
 - Description records



Customization

- Customization
 - Default value for fields
 - Configure application database fields
 - Modify rollover fields
 - Modify date format settings



- Why GT will implement AT
 - Provide authority database for local headings
 - Serve as master version of finding aid
 - Improve descriptive workflow
 - Allow more people to work on producing finding aids
 - Reduce time spent encoding
 - Decrease need for training in XML and encoding



Thank you!

Jody Lloyd Thompson

jody.thompson@library.gatech.edu

404.894.9626